



# Superior Court of the State of California

## County of Kings

1426 South Drive, Hanford, CA 93230

(559) 582-1010

### Domestic Violence Packet

(no fee for packet)

You can ask for a restraining order if a person has abused you *and* you have a close relationship with that person (married, divorced, separated, registered domestic partnership, dating or used to date, live together (more than just roommates)), or you are related (parent, child, brother, sister, grandmother, grandfather, in-law).

Form Number:	Form Name:	Last revised on:	# of Pages:
<b>Information ONLY forms (do not make copies of or file these forms):</b>			
DV 500	<a href="#">Can a Domestic Violence Restraining Order Help Me?</a>	07-01-06	2
DV 505	<a href="#">Forms You Need for a Temporary Restraining Order</a> (checklist)	07-01-05	1
DV 510	<a href="#">I Filled Out the Forms – What Now?</a>	07-01-06	2
DV 210	<a href="#">What is “Proof of Service”?</a> (Domestic Violence Prevention)	07-01-06	2
DV 520	<a href="#">Get Ready for Your Hearing</a> (For Protected Person)	07-01-06	2
DV 530	<a href="#">How to Enforce Your Order</a>	07-01-06	1
DV 540	<a href="#">Information for the Restrained Person</a>	07-01-06	2
DV 550	<a href="#">Get Ready for Your Hearing</a> (For the Restrained Person)	07-01-06	2
DV 810	<a href="#">What Do I Do With My Gun or Firearm?</a>	01-01-03	1
<b>Forms used to open a case (see DV505 and DV510):</b>			
DV 100	<a href="#">Request for Order</a>	07-01-06	4
DV 101	<a href="#">Description of Abuse</a> (this form is attached to DV100)	01-01-03	2
DV 110	<a href="#">Temporary Restraining Order (CLETS)</a>	07-01-06	5
DV 120	<a href="#">Answer to Temporary Restraining Order</a> (served blank w/ DV110)	01-01-06	2
DV 200	<a href="#">Proof of Service</a> (In Person) (see form DV210)	01-01-03	1
<b>If you have children with the person you want protection from, you may also need:</b>			
DV 105	<a href="#">Child Custody, Visitation and Support Request</a> (can be attached to DV100)	01-01-04	3
DV 108	<a href="#">Request for Order: No Travel with Children</a> (can be attached to DV105)	07-01-03	2
FL 150	<a href="#">Income and Expense Declaration</a>	01-01-05	4
<b>To ask the judge to reissue the order prior to the hearing date or hearing was changed:</b>			
DV 126	<a href="#">How to Reissue a Temporary Restraining Order</a> (information only)	07-01-06	1
DV 125	<a href="#">Reissue Temporary Restraining Order</a>	07-01-03	1
<b>How to obtain a permanent Order after the hearing:</b>			
DV 560	<a href="#">How Can I Make the Order Permanent?</a> (information only)	01-01-03	1
DV 130	<a href="#">Restraining Order After Hearing (CLETS)</a>	07-01-06	5
DV 140	<a href="#">Child Custody and Visitation Order</a> (can be attached to DV110 or DV130)	07-01-03	2
DV 145	<a href="#">Order: No Travel with Children</a> (can be attached to DV140)	07-01-03	2
DV 150	<a href="#">Supervised Visitation Order</a> (can be attached to DV140)	07-01-03	1
DV 160	<a href="#">Child Support Order</a> (can be attached to DV130)	07-01-06	8
FL 343	<a href="#">Spousal, Partner, or Family Support Order Attachment</a>	01-01-05	2
DV 170	<a href="#">Other Orders</a> (can be attached to DV130)	07-01-06	1
DV 250	<a href="#">Proof of Service by Mail (CLETS)</a> cannot be used for DV100, DV105, DV110 or DV125	07-01-03	1
DV 260	<a href="#">Confidential CLETS Information</a>	07-01-06	1
<b>Renew a restraining order:</b>			
DV 720	<a href="#">How Do I Ask the Court to Renew My Restraining Order?</a> (information only)	07-01-06	2
DV 700	<a href="#">Request to Renew Restraining Order (CLETS)</a>	01-01-03	1
DV 710	<a href="#">Notice of Hearing to Renew Restraining Order</a>	07-01-03	1
<b>Miscellaneous forms:</b>			

DV 290	<a href="#">Request and Order for Free Service of Restraining Order</a>	01-01-05	2
DV 600	<a href="#">Register Out of State Restraining Order</a>	07-01-03	1
DV 800	<a href="#">Proof of Firearms Turned In or Sold</a>	01-01-03	1

### *Please be aware of the following information:*

- ☒ The Court will require the same adherence to all of the laws of the State and California Rules of Court, as if you were represented by an attorney.
- ☒ Clerk personnel are NOT PERMITTED to, NOR WILL THEY give legal advice or help in completing any form. *Please do not ask our clerks to give you legal assistance or advice.* The Clerk of the Court and his deputies are prohibited by law from rendering legal assistance or advice in court proceedings (Sec. 24004 & 68082 Gov. code). Persons appearing in their own behalf are responsible for preparing and presenting their pleadings in complete and proper form without legal assistance from deputies of the Superior Court Clerk's office. Questions pertaining to legal matters or the proper completion of the appropriate forms should be answered by an attorney

### *Assistance may be obtained from:*

- ☒ **Self-Help Center** located online at [www.courtinfo.ca.gov](http://www.courtinfo.ca.gov). Judicial Counsel forms of California can be accessed, filled in, and printed at this website.
- ☒ A **typing** or **paralegal service**. A list of these services can be obtained from this office.
- ☒ Questions pertaining to legal matters or the proper completion of the appropriate forms should be answered by an attorney.
- ☒ **Kings County Community Action Organization** and **Central California Legal Services** both located at:

*Address:* 1208 N. Douty Street, Hanford, CA 93230

*Business Number:* (559) 585-1018

*24-Hour Hotline:* 1-877-727-3225

*Office Hours:* Monday through Friday

closed for lunch between 12:00 p.m. to 1:00 p.m.

### *Information regarding the filing fees:*

There is no court filing fee charged upon the filing of your documents, however, if you are going to ask the Sheriff to serve your restraining order for free, you must complete and file the following three forms with your documents:

*Application for Waiver of Court Fees and Costs* (Form # 982(a)(17))

*Order on Application for Waiver of Court Fees and Costs* (Form # 982(a)(18))

*Request and Order for Free Service of Restraining Order* (form #DV290)

### *Preparing documents for filing:*

- ❖ All pleadings and papers must be typed or legibly handwritten in blue or black ink.
- ❖ The law requires **your** name (petitioner), address, and telephone number be typed or legibly handwritten in blue or black ink in the upper left hand corner of all documents presented for filing.

- ❖ Each **original** form submitted for filing must be two-hole punched at the top.
- ❖ Personnel in the Clerk's office have been instructed not to file any papers which are not properly completed or assembled.

#### Do I complete all the forms?

No, not all forms included in this packet are filed with the ***Request For Order (form DV100)*** or the ***Temporary Restraining Order (CLETS) (form DV110)***. There are forms in this packet that will be utilized at a later time, depending on your circumstance.

#### How many copies do I make?

From the original: Make one copy for the party your are seeking to be restrained from and an extra copy for yourself.

#### How do I make copies?

Each two sided copy must be tumbled (180°) (as presented in the packet)

Each **set** of forms must be *stapled* (example: a multiple page form is stapled with any specified attachments as a set).

#### What do I do with my forms?

Submit your completed and assembled forms to the clerk's office for filing. The original and copies of the ***Temporary Restraining Order (CLETS) (form DV110)*** will be submitted to Judge for review and signature. After processing your copies will be stamped with a case number, a hearing date, conformed and will be ready for pick-up. It is your responsibility to follow up on your case. Upon submitting your forms: you may request the direct extension to the clerk handling your case.

See Form DV210 – “**What is a Proof of Service?**” for detailed information on who and how to serve.

#### What happens if I can't get the orders served before the hearing date?

The hearing will not be held if the party has not been served or service has not been attempted. Please inform the clerk's office of this information.